

To: Alice Yeh/R2/USEPA/US@EPA[]
From: "Rich, Damon"
Sent: Thur 5/21/2009 1:24:53 PM
Subject: RE: Looking for meeting room in Newark

hi Alice,

I have reserved Room B-29 (basement, which is the ground floor) here in City Hall for you on June 3 from 10 am to 3 pm.

I have asked for 50 chairs to be set up in the room - you may need to move them to your preferred set-up when you get here.

Also, I should warn you that this room is also being used presently for storing a large amount of copy paper. Fitting 30-50 people shouldn't be a problem, but it is not exactly a serene visual environment.

I have a meeting out of City Hall that day at 10. The contact is our Public Buildings dept is Virginia at (973) 733-8081. The room is reserved under "Economic and Housing Development - Passaic River."

Hope this works for you.

yours,
Damon

-----Original Message-----

From: Yeh.Alice@epamail.epa.gov [mailto:Yeh.Alice@epamail.epa.gov]
Sent: Wednesday, May 20, 2009 4:39 PM
To: Rich, Damon
Subject: Fw: Looking for meeting room in Newark

Sorry about this, but I just realized that I also have a Fed/State agency-only meeting in the morning of June 3 from 10-12 --> would it be possible to reserve your room all day so that the Fed/State agencies can meeting in the morning, then the public part of the meeting can proceed in the afternoon?

----- Forwarded by Alice Yeh/R2/USEPA/US on 05/20/2009 04:37 PM -----

Alice
Yeh/R2/USEPA/US
To
05/20/2009 01:25 "Rich, Damon"
PM <richda@ci.newark.nj.us>
cc

Subject
RE: Looking for meeting room in
Newark(Document link: Alice Yeh)

I need to send out the agenda for the 6/3 meeting, with location. Do you know if the City Hall room is confirmed? If not, I may just have this meeting in our NYC offices again - no big deal.

"Rich, Damon"
<richda@ci.newark.nj.us>
Alice Yeh/R2/USEPA/US@EPA
05/11/2009 03:24 PM
Subject
RE: Looking for meeting room in Newark

To
cc

I've just put in a request for that time for Room B-29 in City Hall, which should accommodate you.

I have a conflict during the first part of the meeting, but will join later.

I'll let you know when the reservation is confirmed.

From: Yeh.Alice@epamail.epa.gov [mailto:Yeh.Alice@epamail.epa.gov]
Sent: Monday, May 11, 2009 12:53 PM
To: Rich, Damon
Subject: Re: Looking for meeting room in Newark

I've talked to a few organizations, thanks to your contacts, but none have big enough rooms that are free of charge. I may need to take you up on your offer of a room at City Hall - is that still possible? (My meeting is June 3 from 1-3pm).

-----"Rich, Damon" <richda@ci.newark.nj.us> wrote: -----
To: Alice Yeh/R2/USEPA/US@EPA
From: "Rich, Damon" <richda@ci.newark.nj.us>
Date: 04/08/2009 01:56PM
Subject: Re: Looking for meeting room in Newark

Hi Alice,

In the past, Rich Andreski, NJ Transit's Director of Operations Coordination & Policy, has been helpful with rooms at NJ Transit headquarters - right on the river.
RAndreski@njtransit.com
(973) 491-7768

I will try to think of other possibilities. At worst, I can try to get you something in City Hall.

Yours,
Damon

----- Original Message -----

From: Yeh.Alice@epamail.epa.gov <Yeh.Alice@epamail.epa.gov>
To: Rich, Damon
Sent: Wed Apr 08 13:46:18 2009
Subject: Looking for meeting room in Newark

Hi Damon! Looks like you have been busy with public meetings lately - heard that they have been well attended, congratulations!

I am looking for a conference room in Newark (preferably near the Path station) to hold the quarterly Passaic River-Newark Bay Project Delivery

Team (PDT) meeting. We used to hold these meetings in the NJTPA conference room at One Newark Center, but we lost our NJDOT contact who had access to the room, so now we have been holding the meetings in NYC.

Our stakeholders have expressed a strong preference for going back to Newark for these meetings, and someone suggested I contact you for any suggestions?

We typically have about 30-50 people at these meetings, so I'm not looking for anything big.

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